



# Procedures for the conduct of: NIMS ICS All-Hazards Position Specific Courses

California Version  
January 2012



## NIMS ICS All-Hazards Courses

### General Instructions:

This SOP/Checklist below will help guide IMT Instructors in the processing of applications through the California Emergency Management Agency (Cal E.M.A.) and FEMA Emergency Management Agency (EMI) for the National Incident Management System (NIMS) Incident Command System (ICS) All-Hazards Position Specific Courses.

California Emergency Management Agency-State Training Officer will provide approved instructors with current course materials as they become available from FEMA NIMS ICS ALL-Hazards Position Specific Courses.

The responsibility for taking care of course materials and instructions for NIMS ICS All-Hazard Position Specific Courses fall to the instructor/organization/agency sponsoring or hosting the course or courses.

Department of Homeland Security (DHS) grant funds can be used to conduct NIMS ICS Position Specific Courses. Several broad categories of courses will automatically qualify for support of grant funds and as they become identified, will be included in the catalogs of approved training provided by Training and Exercise Integration/Training Operations TEI/TO. Examples of these broad categories are: NIMS training approved by the Incident Management Systems Integration Division and all Incident Command System training offered through the National Fire Academy and the Emergency Management Agency. These approved courses can be viewed at: <https://www.firstrespondertraining.gov/TEI/tei.do?a=home>. Catalogs are shown on the right side of the page and listed as View Training Catalogs.

Joint Forces Headquarters  
Directorate of Homeland Security  
CSM Alex Cabassa (USA/Ret)  
State Training Officer  
9800 Goethe Road, Box 46  
Sacramento, California 95826  
(916) 845-8752 (office)  
(916) 439-3690 (cell)  
(916) 845-8381 (fax)  
[alex.cabassa@calema.ca.gov](mailto:alex.cabassa@calema.ca.gov)

## Request to Conduct NIMS ICS All-Hazards Training

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1. Submit DHS form "Request to conduct NIMS All-Hazards Position Specific Training Class Form" for approval to the California Emergency Management Agency (Cal E.M.A.) (Enclosure 1) for course to be conducted.
2. Cal E.M.A. will review the form and forward the completed request to the Emergency Management Agency (EMI) as a class offering.
3. Once approved by EMI they will schedule the course as an "Official" class with EMI. (approval process takes at least 72hrs)
4. Instructors may now proceed to start student recruitment.
5. Provide instructor resumes to hosting agency.
6. Determine whether all students can meet the prerequisites using current application procedures, FEMA EMI Course Catalog <http://www.fema.gov/EMI/catalog> review Enclosure 2, for EMI Student Selection Policy and Enclosure 3, Course Descriptions.
7. Announce course with instructions on how prerequisite materials will be collected for each student.
8. Provide FEMA Form 119-25-1 to student as part of course registration or direct students to download application from the FEMA EMI website: <http://training.fema.gov/EMICourses/> students can either use the EMI-On Campus or Screen Fillable application.
9. Collect completed FEMA Forms 119-25-1, prerequisite certificates, and FEMA Forms 95-41 student evaluation forms.
10. Verify that students sign box 21, Instructors must sign box 22a, on the FEMA Form 119-25-1. (Examples on pages 23-25)
11. Submit completed Instructor Course Submission Letter (Enclosure 4), FEMA Forms 119-25-1 and prerequisite certificates and FEMA Forms 95-41 evaluation forms to:

Joint Forces Headquarters  
Directorate of Homeland Security  
CSM Alex Cabassa (USA/Ret)  
State Training Officer  
9800 Goethe Road, Box 46  
Sacramento, California 95826



## (Enclosure 1) Request to conduct NIMS ICS All-Hazards Position Specific Training Class

Note: all agencies desiring to offer All-Hazards Position Specific classes in their jurisdiction will route requests to their respective EM State Training Officer via this completed form. No classes will be recognized for the purpose of receiving credit in the national database or receiving EMI Certificates of Completion unless this form is completed, transmitted to the STO, and then forwarded to EMI for administrative registration. Completed request forms should be transmitted to EMI via the STO at least 30 days prior to the start of the requested class.

Course to be delivered (use a separate form for each course):

- |   |  |
|---|--|
| <input type="checkbox"/> L950 Incident Commander          | <input type="checkbox"/> L965 Resources Unit Leader          |
| <input type="checkbox"/> L952 Public Information Officer  | <input type="checkbox"/> L967 Logistics Section Chief        |
| <input type="checkbox"/> L954 Safety Officer              | <input type="checkbox"/> L969 Communications Unit Leader     |
| <input type="checkbox"/> L956 Liaison Officer             | <input type="checkbox"/> L970 Supply Unit Leader             |
| <input type="checkbox"/> L958 Operations Section Chief    | <input type="checkbox"/> L971 Facilities Unit Leader         |
| <input type="checkbox"/> L960 Division & Group Supervisor | <input type="checkbox"/> L973 Finance / Admin. Section Chief |
| <input type="checkbox"/> L962 Planning Section Chief      | <input type="checkbox"/> L975 Finance / Admin. Unit Leader   |
| <input type="checkbox"/> L964 Situation Unit Leader       |  |

Scheduled Class Dates: \_\_\_\_\_

Mailing address for delivery of Course  
Evaluation forms:

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Authorized by State Training Officer:

CSM Alex Cabassa \_\_\_\_\_

Joint Forces Headquarters-Directorate of  
Homeland Security

ATTN: CSM Alex Cabassa

9800 Goethe Road, Box 46

Sacramento, California 95826

Office (916) 845-8752, Fax (916) 845-8381,

Cell (916) 439-3690

Class Location (city and state):  
\_\_\_\_\_

Local Point of Contact person for the class  
& phone number: \_\_\_\_\_

Projected Number of Students: \_\_\_\_\_

Instructor (Lead): \_\_\_\_\_

Instructor (Support): \_\_\_\_\_

Questions: Contact Robert L. Ridgeway,  
Course Manager, EMI/FEMA

[robert.ridgeway@dhs.gov](mailto:robert.ridgeway@dhs.gov)

(301) 447-1142



## (Enclosure 2)

### Eligibility

To take an EMI course, applicants must meet the selection criteria and prerequisites specified for each course. Participants may not take the same course more than once. Enrollment in EMI courses is generally limited to U.S. residents; however, each year a limited number of international participants are accommodated in EMI courses. (See Foreign Applicants, <http://training.fema.gov/EMICourses/>.)

The NETC is an equal opportunity campus. It does not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in its admissions and student-related policies and procedures. NETC actively encourages all qualified candidates to apply for all courses.

### Application Procedures

The form used to apply to take an EMI course is the General Admissions Application Form (FEMA Form 119-25-1). A work copy of the form is included at the back of this catalog for review. Actual forms can be downloaded from the EMI web site ([www.training.fema.gov/apply](http://www.training.fema.gov/apply)) or obtained from State and local emergency management offices, FEMA regional offices, or the NETC Office of Admissions. The address for your State/local emergency management offices is listed below. **Please fill out all blanks on the application form completely or it will be returned.**

### To Obtain All-Hazards Position Specific Course Materials

After receiving your acceptance letter you will receive an email with the following link and a password. This link <http://training.fema.gov/AllHazards/cr1ecrlu/> allows viewers access to information about the All-Hazards Position Specific Program. On the right hand side of the page you will see The 15 Separate Courses that currently comprise the All-Hazards Position Specific Training Program click here and it will take you to a screen that will ask for a password. All 15 Position Specific courses (and course materials) are contained on different links on the site and are password protected as to limit access. Access to those portions of the site that are password protected is limited to Regional Training Managers, State Training Officers, NIMS Regional training Managers, and our Position Specific instructors. Please keep the passwords for these portions of the site as noted in a secure place and do not provide them to unauthorized personnel.

**For Additional Information and Submission of Course Materials Please Contact:**

Joint Forces Headquarters  
Directorate of Homeland Security  
SFC (CA) Janice Barnes  
Assistant Training Coordinator  
9800 Goethe Road, Box 46  
Sacramento, California 95826  
(916) 845-8641 (office)  
(916) 845-8381 (fax)  
[janice.barnes@calema.ca.gov](mailto:janice.barnes@calema.ca.gov)

**(Enclosure 3)**

**Course Descriptions**

**NIMS ICS All-Hazards Position Specific  
Training Program**

<b>Course Code:</b>	E/L - 950	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Incident Commander (IC) Course		

**Course Description:** This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective IC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an Incident Commander on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 5 days  
**CEU's:** 3.5  
**CEC's:**



<b>Course Code:</b>	E/L - 952	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Public Information Officer (PIO) Course		

**Course Description:** This course is designed for a PIO assigned to an incident as a member of an All-Hazard Incident Management Team (AHIMTs), Local IMTs, as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help students develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced function to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 5 days  
**CEU's:** 3.5  
**CEC's:**

<b>Course Code:</b>	E/L - 954	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Safety Officer (SOFR) Course		

<b>Course Description:</b>	This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective SOFR on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of a Safety Officer on an All-Hazards IMT. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.
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<b>Selection Criteria:</b>	NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.
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### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 4 days  
**CEU's:** 2.8  
**CEC's:**

<b>Course Code:</b>	E/L - 956	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Liaison Officer (LOFR) Course		

**Course Description:** This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective LOFR on an All-Hazards Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 2 days  
**CEU's:** 1.4  
**CEC's:**

<b>Course Code:</b>	E/L - 958	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Operations Section Chief (OSC) Course		

**Course Description:** This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective OSC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an Operations Section Chief on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 4 days  
**CEU's:** 2.8  
**CEC's:**

<b>Course Code:</b>	E/L - 960	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Division/Group Supervisor (DIVS) Course		

<b>Course Description:</b>	The course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective DIVS on an AHIMT. The course walks students through general information, including an overview of the Operations Section and information on incident mobilization, initial situation awareness and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations.
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<b>Selection Criteria:</b>	NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.
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### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 3 days  
**CEU's:** 2.1  
**CEC's:**

<b>Course Code:</b>	E/L - 962	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Planning Section Chief (PSC) Course		

<b>Course Description:</b>	This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective PSC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: PSC duties 1) managing the planning cycle and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.
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<b>Selection Criteria:</b>	NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.
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### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 4 days  
**CEU's:** 2.8  
**CEC's:**



<b>Course Code:</b>	E/L - 964	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Situation Unit Leader (SITL) Course		

**Course Description:** This course helps attendees establish the essential core competencies required for performing the duties of the SITL in an all-hazards incident. This course addresses all responsibilities appropriate to a SITL operating in a local- or state-level AHIMT. These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring Situation Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SITL.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 5 days  
**CEU's:** 3.5  
**CEC's:**

<b>Course Code:</b>	E/L - 965	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Resources Unit Leader (RESL) Course		

<b>Course Description:</b>	This course provides an overview of Unit Leader responsibilities, the Planning Section and the planning process to contextualize the Resources Unit for students unfamiliar with the planning process or the Incident Command System (ICS). It then explores specific RESL functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide students with the knowledge to perform those duties if necessary. Exercises/simulations, discussions, and a final exam enable students to process and apply their new knowledge.
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<b>Selection Criteria:</b>	NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.
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### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 4 days  
**CEU's:** 2.8  
**CEC's:**

<b>Course Code:</b>	E/L - 967	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Logistics Section Chief (LSC) Course		

**Course Description:** This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective LSC on an All-Hazards Incident Management team. These responsibilities fall into two categories: Logistics Section Chief duties (1) responding to the incident; and (2) effectively fulfilling the position responsibilities of a Logistics Section Chief on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 300, 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 5 days  
**CEU's:** 3.5  
**CEC's:**

<b>Course Code:</b>	E/L - 969	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	<b>Communications Unit Leader (COML) Course</b>		

**Course Description:** This course helps attendees establish the essential core competencies required for performing the duties of the COMM UL in an all-hazards incident. This course addresses all responsibilities appropriate to a COMM UL operating in a local- or state-level AHIMT. These responsibilities include the collection, processing and dissemination as needed to facilitate Operations of Command, general Staff, and Unit Leaders within the confines of a Type 3 AH Incident Management Team. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring Communications Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a COMM UL.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 5 days  
**CEU's:** 3.5  
**CEC's:**

<b>Course Code:</b>	E/L - 970	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Supply Unit Leader (SPUL) Course		

**Course Description:**

This course helps attendees establish the essential core competencies required for performing the duties of the SPUL in an all-hazards incident. By requiring attendees to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SPUL organized by the fundamental steps of the ordering process. Attendees identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipates ordering and supply needs for the incident. In addition to the ordering process, the course discussed mobilization, setting up and managing the Supply Unit, and demobilization.

<b>Selection Criteria:</b>	NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.
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**Prerequisites**

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

**ACE Recommendation**

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 4 days  
**CEU's:** 2.8  
**CEC's:**

<b>Course Code:</b>	E/L - 971	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Facilities Unit Leader (FACL) Course		

**Course Description:** The course will help students establish the essential core competencies required for performing the duties of the FACL in an all-hazards incident. The course walks students through general information, including an overview of the Logistics Section and information on incident mobilization, initial situation awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give students hands-on practice functioning as a FACL.

**Selection Criteria:** NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 5 days  
**CEU's:** 3.5  
**CEC's:**



<b>Course Code:</b>	E/L - 973	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Finance/Administration Section Chief (FSC) Course		

<b>Course Description:</b>	This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective FSC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: FSC duties 1) managing the Finance/Administration Section personnel and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.
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<b>Selection Criteria:</b>	NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.
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### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 3 days  
**CEU's:** 2.1  
**CEC's:**

<b>Course Code:</b>	E/L - 975	<b>Curriculum Area:</b>	NIMS ICS All-Hazards Position Specific
<b>Course Title:</b>	Finance/Administration Unit Leaders (FAUL) Course		

<b>Course Description:</b>	The Finance/Administration Unit Leader course will help students establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader in an all-hazards incident. The course is designed to enable students to perform as any of the four Finance/Administration Unit Leaders (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Students will learn information that is applicable across all four positions, such as Unit set-up and management, information gathering, and interactions. Complex experiential exercises and discussions will afford students the opportunity to act as each Unit Leaders while connecting all information learned back to real-world application.
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<b>Selection Criteria:</b>	NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.
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### Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

### ACE Recommendation

*Credit hours:*

*Level:*

*Curriculum:*

**Course Length:** 3 days  
**CEU's:** 2.1  
**CEC's:**

## Top 8 Tips for Completing a Successful EMI Application

**#8:** If a prerequisite includes a specific certification, attach a copy of that certification. If it's not attached, the application package is NOT complete.

**#7:** If a prerequisite includes an education requirement enter that information in Block #10. (Example: Students need to complete Basic HAZUS-MH course before attending the Advanced HAZUS-MH for Flood). Enter in block #10.

**#6:** Block #13 is required information. List your current position and the number of years experience in the position.

**#5:** Address the student selection criteria completely in Block #16. For example: if the selection criteria calls for a minimum of 36 months experience, the reviewer is looking for a statement indicating that you have xx months of experience.

Keep in mind that this is where we:

- **DO** want to know what you do that qualifies you for the class you are applying for.
- **DO NOT** want to know how you think you will benefit from this class.

**#4:** A Job Description does not tell us what experience you have. Elaborate on what you do in your job that matches the selection criteria.

**#3:** If applicable, attach a Departmental organizational chart showing your highlighted position in the organization.

**#2: SIGN YOUR APPLICATION!** All signatures **MUST** be on the application for it to be considered complete.

NATIONAL EMERGENCY MANAGEMENT INSTITUTE GENERAL ADMISSION APPLICATION		SECTION 1 PERSONAL INFORMATION	SECTION 2 EDUCATION INFORMATION
<b>SECTION I - GENERAL INFORMATION</b>		<p>1. NAME (Last, First, Middle Initial) _____</p> <p>2. ADDRESS (Street, City, State, Zip) _____</p> <p>3. PHONE (Home, Office, Cell) _____</p> <p>4. EMAIL _____</p> <p>5. DATE OF BIRTH _____</p> <p>6. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>7. RACE _____</p> <p>8. ETHNICITY _____</p> <p>9. CURRENT EMPLOYER _____</p> <p>10. CURRENT POSITION _____</p> <p>11. YEARS OF EXPERIENCE _____</p> <p>12. EDUCATION (Degree, Institution, Year) _____</p> <p>13. PREVIOUS EMPLOYERS (Name, Title, Dates) _____</p> <p>14. REFERENCES (Name, Title, Dates) _____</p> <p>15. SIGNATURE _____ DATE _____</p>	
<b>SECTION II - EMPLOYMENT INFORMATION</b>		<p>1. CURRENT EMPLOYER _____</p> <p>2. CURRENT POSITION _____</p> <p>3. YEARS OF EXPERIENCE _____</p> <p>4. PREVIOUS EMPLOYERS (Name, Title, Dates) _____</p> <p>5. REFERENCES (Name, Title, Dates) _____</p> <p>6. SIGNATURE _____ DATE _____</p>	
<b>SECTION III - EDUCATION INFORMATION</b>		<p>1. DEGREE _____</p> <p>2. INSTITUTION _____</p> <p>3. YEAR _____</p> <p>4. PREVIOUS DEGREES (Degree, Institution, Year) _____</p> <p>5. REFERENCES (Name, Title, Dates) _____</p> <p>6. SIGNATURE _____ DATE _____</p>	
<b>SECTION IV - CERTIFICATION</b>		<p>1. I certify that the information provided in this application is true and correct.</p> <p>2. I agree to abide by the rules, policies, and regulations of NIMS, NRECC, and NRC. Failure to do so will result in denial of the student status, suspension from the course, and possible removal from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.</p> <p>3. SIGNATURE _____ DATE _____</p>	

SECTION III - ENDORSEMENT AND CERTIFICATION	
<p>214. I certify that the information provided in this application is true and correct. Failure to do so will result in denial of the student status, suspension from the course, and possible removal from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.</p> <p>215. I agree to abide by the rules, policies, and regulations of NIMS, NRECC, and NRC. Failure to do so will result in denial of the student status, suspension from the course, and possible removal from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.</p> <p>216. SIGNATURE _____ DATE _____</p>	
<p>217. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION</p> <p>218. SIGNATURE _____ DATE _____</p> <p>219. PRINTED NAME AND TITLE _____</p>	

**#1:** The most important thing to remember is that your application **MUST BE COMPLETE** before it can be processed.

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>GENERAL ADMISSIONS APPLICATION</b>		See Reverse for Privacy Act Statement	O.M.B. No. 1060-0100 Expires August 31, 2013
<b>SECTION I - GENERAL INFORMATION</b>			
1. U.S. Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO If No, City and Country of Birth: _____			
2. NAME (Last, First, Middle Initial, Suffix) _____		3. SOCIAL SECURITY NUMBER _____	
4. HOME ADDRESS (Street, avenue, road no./city or town, state, and zip code) _____		5. WORK PHONE NO. ( ) _____ 6. HOME PHONE NO. ( ) _____ 7. FAX NO. ( ) _____ 8. E-MAIL ADDRESS: _____	
9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application) _____		9b. COURSE LOCATION _____ 9c. DATES REQUESTED (Please give three choices) _____	
10. COMPLETE THE ITEMS BELOW REGARDING THE PREREQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING			
INSTITUTION	DEGREE/CERTIFICATE	DATE EARNED	COURSE/FIELD OF STUDY
11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, describe & indicate any special assistance required on a separate sheet)			
<b>SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION</b>			
12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED _____		12b. NFIRS # (NFA STUDENTS ONLY) _____	13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION _____
<b>14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION</b>			
14a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 2. <input type="checkbox"/> COUNTY GOVERNMENT 3. <input type="checkbox"/> CITY/TOWN/VILLAGE	4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 6. <input type="checkbox"/> INDUSTRY/BUSINESS	7. <input type="checkbox"/> FOREIGN 8. <input type="checkbox"/> DHS/FEMA 9. <input type="checkbox"/> TRIBAL NATION	14b. ORGANIZATION 1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION
15. CURRENT STATUS 1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER 4. <input type="checkbox"/> DISASTER RESERVIST			
16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application.			
17. CHECK ONE BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.			
17a. PRIMARY RESPONSIBILITY 1. <input type="checkbox"/> MANAGEMENT 2. <input type="checkbox"/> TRAINING/EDUCATION 3. <input type="checkbox"/> SCIENTIFIC/ENGINEERING 4. <input type="checkbox"/> INVESTIGATION 5. <input type="checkbox"/> FIRE PREVENTION 6. <input type="checkbox"/> FIRE SUPPRESSION 7. <input type="checkbox"/> PROGRAM/ACTIVITY 8. <input type="checkbox"/> HEALTH 9. <input type="checkbox"/> PUBLIC WORKS 10. <input type="checkbox"/> DISASTER RESPONSE/RECOVERY 11. <input type="checkbox"/> EMERGENCY MEDICAL SERVICE 12. <input type="checkbox"/> HAZARD MITIGATION 13. <input type="checkbox"/> EMERGENCY PREPAREDNESS 14. <input type="checkbox"/> OTHER (Specify) _____	17b. TYPE OF EXPERIENCE 1. <input type="checkbox"/> INCIDENT COMMAND 2. <input type="checkbox"/> ADMINISTRATION/STAFF SUPPORT 3. <input type="checkbox"/> SUPERVISION 4. <input type="checkbox"/> BUDGET/PLANNING 5. <input type="checkbox"/> PROGRAM DEVELOPMENT/DELIVERY 6. <input type="checkbox"/> COORDINATION/LIAISON 7. <input type="checkbox"/> PUBLIC EDUCATION 8. <input type="checkbox"/> CODE DEVELOPMENT 9. <input type="checkbox"/> CODE ENFORCEMENT/INSPECTION 10. <input type="checkbox"/> SUPPORT SERVICES 11. <input type="checkbox"/> RESEARCH AND DEVELOPMENT 12. <input type="checkbox"/> ARSON 13. <input type="checkbox"/> LAW ENFORCEMENT 14. <input type="checkbox"/> DESIGN AND PLANNING 15. <input type="checkbox"/> OTHER (Specify) _____	17c. NUMBER OF YEARS OF EXPERIENCE _____ 17d. SIZE OF DEPARTMENT _____ 17e. BUSINESS TYPE 1. <input type="checkbox"/> GOVERNMENT 2. <input type="checkbox"/> EDUCATION 3. <input type="checkbox"/> FIRE SERVICE 4. <input type="checkbox"/> LAW ENFORCEMENT 5. <input type="checkbox"/> VOLUNTEER AGENCY 6. <input type="checkbox"/> EMERGENCY MANAGEMENT 7. <input type="checkbox"/> HEALTH CARE 8. <input type="checkbox"/> PUBLIC WORKS	
18. DATE OF BIRTH _____		19. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	20a. ETHNICITY <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> NOT HISPANIC or LATINO
20b. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE 2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 4. <input type="checkbox"/> WHITE 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER			

FEMA Form 119-25-1, AUG 2010

PREVIOUSLY FEMA Form 75-5

21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).	
21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.	
21c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.	
21d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC, and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) and FEMA-wide courses.	
<b>SIGNATURE OF APPLICANT</b>	<b>DATE:</b>
<b>22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION</b>	
<b>(LEAD INSTRUCTOR)</b>	
"By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."	
DATE 22a. SIGNATURE	22b. PRINTED NAME AND TITLE
<b>23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:</b>	
23a. SIGNATURE AND DATE (State Office)	3b. SIGNATURE AND DATE (FEMA Regional Office)

## (Enclosure 4)

### AGENCY OR DEPARTMENT LETTER HEAD

April 1, 20XX

Subject: Submission of E-964 Situation Leader Course conducted in Chico, CA.

To: Joint Forces Headquarters  
Directorate of Homeland Security  
CSM Alex Cabassa (USA/Ret)  
9800 Goethe Road, Box 46  
Sacramento, California 95826

Attached are completed student registration forms FEMA Forms 119-25-1, prerequisite certificates for E-964 Situation Unit Leader Course and FEMA Form 95-41 student evaluation. Forms are submitted for review and approval through FEMA National Incident Management System, Incident Command System (ICS) All-Hazards Position Specific Historical Recognition Program.

As per Incident Management Team Instructor Checklist the following information is provided:

1. 20 students participated in the E-964 Course
2. 20 student FEMA Forms 119-25-1 submitted for signature.
3. 20 student FEMA Forms 95-41 submitted.
4. Copy of prerequisite certificates for each student.

If any questions arise during the review of the E-964 Situation Unit Leader Course forms please direct them to the undersigned (123) 456-7890 or via email at [bob.smith@bombsquad.us.gov](mailto:bob.smith@bombsquad.us.gov).

Sincerely,

Bob Smith  
Director Education and Standards  
Bomb Squad Inc.  
119 Firecracker Drive 510  
Sacramento, California 95630



## **For Additional Information and Submission of Course Materials:**

**Joint Forces Headquarters  
Directorate of Homeland Security  
SFC (CA) Janice Barnes  
Assistant Training Coordinator  
9800 Goethe Road, Box 46  
Sacramento, California 95826  
(916) 845-8641 (office)  
(916) 845-8381 (fax)  
[Janice.barnes@calema.ca.gov](mailto:Janice.barnes@calema.ca.gov)**